

Precanceled Stamps

If you want your mailing to look more personalized, use **precanceled stamps**. They look very much like other stamps, and you can buy them at your local post office.

You can also buy envelopes with precanceled stamps already imprinted.

Precanceled stamps come in two versions: nondenominated versions and versions with specific denominations of postage printed. The Postal Service does not print these stamps in all rate denominations. See your local post office for a list of available stamps and denominations.



Authorizations and Fees

To use precanceled stamps or envelopes, you need:

- Precanceled stamp authorization. To apply, fill out Form 3615, *Mailing Permit Application and Customer Profile* (see page 13). Check the box next to “Precanceled Stamp.” If you have already applied for a different permit and have a Form 3615 on file at the local post office, the Postal Service will amend that form to show the precanceled stamp authorization. There is no fee to apply for permission to use precanceled stamps. When your application is approved, you will receive a customer number to use when you buy precanceled stamps or envelopes.
- To pay the annual mailing fee (see page 12). Paying the annual mailing fee gives you authorization to mail at presorted Standard Mail rates for 12 months.

How to Use Precanceled Stamps

Your authorizing post office will explain any local rules, but generally you must:

- Use stamps that are appropriate for the class of mail (regular rate or nonprofit Standard Mail precanceled stamps).
- Precanceled stamps have a fixed value (\$0.10 for regular Standard Mail, \$0.05 for nonprofit Standard Mail). Because your postage for each piece will be more than that, you must “pay up” the difference when you bring your mail to the post office. When you fill out a postage statement (see chapter 6), you’ll calculate how much postage you still owe. You can pay the additional postage with a check, by affixing a meter strip on the back of the postage statement (see chapter 6), or through an **advance deposit account** (see details in the “Permit Imprint” section of this chapter).
- You must bring the mail to the post office where the precanceled stamp permit was issued. Do not put the mail in a street collection box or give it to a letter carrier.
- Precanceled stamps purchased from the Postal Service are preprinted with the required “PRSRT STD” (presorted standard) or “Nonprofit Org” markings.
- A U.S. return address must be printed on each piece, preferably in the upper left corner on the address side.
- If the post office shown in the return address is not the post office where you deposit the mail, then either:
 - Show, in a cancellation endorsement, the city, two-letter state abbreviation, and ZIP Code where the mail was deposited (as in the example below), or “Mailed from ZIP Code” followed by the 5-digit ZIP Code assigned to the office of mailing (as shown above).
 - Before you deposit your mailing, mail a copy of the postage statement and a sample mailpiece to the postmaster at the post office of the return address.

advance deposit account: A Postal Service account into which a mailer deposits funds, which are held until postage is deducted at the time of mailing.

